

HRG Memorandum 12-16



To: KEHP Human Resource Generalists
From: Department of Employee Insurance (DEI)
Re: Open Enrollment Updates
Date: September 12, 2012

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: www.KEHP.ky.gov

2013 Open Enrollment Updates

- Passive Open Enrollment October 8 through October 26.
- The 2013 Benefits Selection Guide will be available online 9/17.
- Drop shipments of the Benefits Selection Guide will begin the week of 9/17.
- The Employee ID letters will be mailed the week of 9/24. There will not be a password letter this year.
- Members can use the Employee ID to reset their KHRIS password.
- Insurance Coordinator/Human Resource Generalists training is on 9/18 and 9/19. See HRG Memo 12-14 to enroll in a session.
- The IC/HRG Toolkit will be available again this year on our Open Enrollment webpage, beginning 9/17. We encourage you to use the posters for advertising the Benefit Fairs and Open Enrollment.
- Free flu shots will be available at all benefit fair locations for KEHP members on a first-come, first-served basis.
- HumanaVitality checks (health screenings) will be available at four locations. The checks require at least a four-hour fast.

If you have any questions, please call the Department of Employee Insurance at 888-581-8834.

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